

# SINGLE FAMILY APPLICATION CHECK LIST

- Complete Application: All areas of the application need to be completed. If printed off the internet, make three copies of the application once you have completed it.
- Contractor's Information: A copy of contractor's state license must be submitted.  
A copy of all subcontractors state license must be submitted with application.  
A copy of contractor's Greene County business license. Call the Commissioner at (434)985-5211 if you have questions.
- Building Plans: Two sets of plans showing structural components room layout, window sizes, location of smoke detectors. We prefer 11x 14 or smaller size plans for residential permits.
- Site Sketch: Site sketches must be drawn on a copy of a survey plat. Current surveys are located in Clerk's Office. **Show all buildings located on property, show location of proposed buildings and the distance to the property lines of new construction.** The distance should be shown to the front, sides and rear property lines. New driveway location must be drawn and neighboring driveways should be shown with the house numbers. Two copies of the sketch must be submitted. Zoning inspections will be done in review process therefore all property lines and corners must be clearly marked upon submittal.
- VDOT: Proof of an entrance permit must be submitted if your driveway is located on a state maintained road or a future proposed state maintained road. You can call 434-293-0011 to obtain information about this requirement. Existing driveway must be reviewed by VDOT also.
- Private Septic:  
Private Well: You must apply to the Health Department for these permits. A copy of the approved permit must be submitted with the building permit application. Contact the Health Department at 434-985-2262.
- Public Water  
Public Sewer: Water/Sewer services located east of Stanardsville must be purchased thru the County Administration Office (434-985-5201). The tax map number must be given at the time of purchase. Verification of this purchase must be submitted with the permit application. You will also need to obtain a letter from Rapidan Service Authority (434-985-7811) stating that they will provide these services to the lot. This letter needs to be submitted with your permit application no matter where your property is located if it is served by RSA public water/sewer.
- T&L Water: This private water company (434-985-7504) provides water to the Twin Lakes and Greene Mtn. Lake areas. You must submit a letter from T&L Water Company stating they will provide water to your lot if you are in their service area.
- Erosion and  
Sediment Control: Completed the Land Disturbance Permit Application forms must be submitted with application for building permit. You can contact the Erosion and Sediment Control Administrator by calling 434-985-5206.

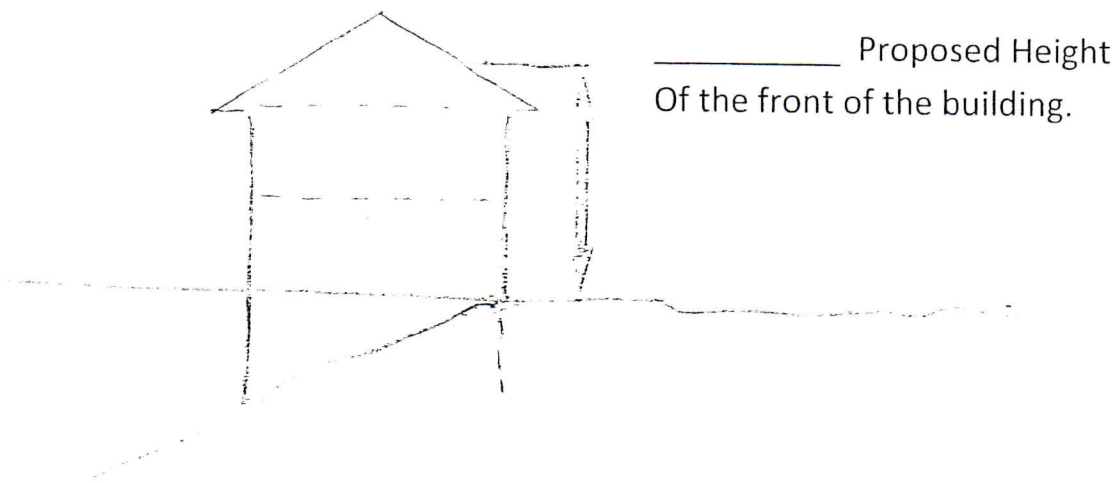
**There may be additional forms to complete in our office upon arrival.**

**Your application will NOT be accepted for review if the above requirements are not submitted with the application packet. Payment is due at the time of submittal by check or cash.**

## BUILDING HEIGHTS -

The height shall be measured from the average elevation of the ground surface along the front of the building on a lot.

Please indicate the height on the proposed structure of the drawing below:



Height Regulations:

Zoning District:                      Height (feet)

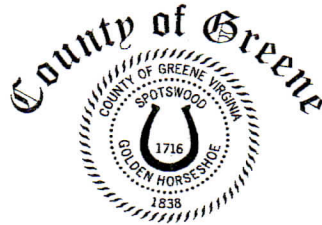
R-1, B-1, B-2 and B-3	35
A-1, C-1, and R-2	40
M-1	50
M-2	60
SR	50 average height to ensure community
PUD	unrestricted

## SITE EVALUATION FORM FOR SINGLE FAMILY HOMES

To be completed by all Single Family Home Building Permit Applications. Circle the response that best represents the project site.

1. Distance to a Watercourse:
  - a. <50 feet
  - b. 50 feet to 150 feet
  - c. >150 feet
2. Crossing Water Course (Stream)
  - a. Yes-Every 2 weeks
  - b. No
3. Buffer Width Surrounding land disturbance
  - a. 0-50 feet
  - b. 50-150 feet
  - c. >150 feet
4. Buffer Condition
  - a. Very good (dense grass, hay field)
  - b. Good (average grass, forest, pasture)
  - c. Fair (poor grass, fair pasture)
  - d. Poor (bare soil, pavement)
5. Distance from disturbance to downstream adjacent property
  - a. <50 feet
  - b. 50 feet to 150 feet
  - c. Greater than 150 feet
6. Does the overall slope of the disturbed area meet any of the following criteria:
  - a. 0-7% and greater than 300 feet long
  - b. 7-15% and greater than 150 feet long
  - c. Greater than 15% and greater than 75 feet long
  - d. None of the above
7. Approximate Disturbed Acreage
  - a. <1/2 acre
  - b. 1/2 - 1 acres
  - c. 1-2 acres
  - d. Greater than 2 acres-Every 2 weeks
8. Driveway Length
  - a. <50'
  - b. 50'-100'
  - c. >100'





PLANNING COMMISSION

BOARD OF ZONING APPEALS

GREENE COUNTY PLANNING DEPARTMENT

Post Office Box 358

Stanardsville, Virginia 22973

Tel: 434-985-5282

Fax: 434-985-1459

Website: [www.gcva.us](http://www.gcva.us)

Email: [planning@gcva.us](mailto:planning@gcva.us)

**LAND DISTURBANCE PERMIT APPLICATION**  
**SINGLE FAMILY RESIDENCE/ACCESSORY STRUCTURE**

PERMIT #: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail & Phone #: \_\_\_\_\_

Applicant/Agent Name (If different from Owner) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail & Phone #: \_\_\_\_\_

Project Address/Location: \_\_\_\_\_

Project Tax Map #: \_\_\_\_\_

Responsible Land Disturber (If different from Owner): \_\_\_\_\_

Responsible Land Disturber Certification # and Expiration: \_\_\_\_\_

**INSTRUCTIONS:**

Completion of this application is required to obtain a permit to construct a single family residence in the County of Greene, VA. All projects require a "Site Evaluation" form. Projects disturbing greater than 5 acres require a meeting with the Program Administrator prior to permit application. Projects with disturbance less than 5 acres will submit an "Agreement In Lieu of an Erosion and Sediment Control Plan", and an "Agreement In Lieu of a Stormwater Management Plan" (when required). For applicants required to obtain VSMP Permit coverage, a Stormwater Pollution Prevention Plan ("SWPPP") handout will be provided by the county and is the applicant's responsibility to update as needed, and be made available to the County upon request. Instructions for the "SWPPP" accompany the handout.

**PERMANENT STORMWATER BMPs:**

Permanent stormwater Best Management Practices (BMPs) installed for treatment of quality and quantity of runoff shall be set forth in a document, or enforceable mechanism that identifies the BMP(s) and provides an operation and maintenance schedule, and shall run with the land. Applicant shall list BMP(s) to be installed/used on the "Agreement In Lieu of a Stormwater Management Plan". The Program Administrator shall determine the type of document/mechanism to be used during application review, and require applicant to complete the required document before permit issuance. Conditions of said agreement shall conform with Section 38-131 of the County of Greene Stormwater Management Ordinance. Said agreements requiring recordation shall be done so prior to permit issuance.

**PERFORMANCE GUARANTEE:**

Failure to comply with the conditions of either the "Agreement In Lieu of an Erosion and Sediment Control Plan", or the "Agreement In Lieu of a Stormwater Management Plan" that result in issuance of a Notice To Comply, or Stop Work Order shall require the applicant to post a Performance Guarantee for lot stabilization and any measures required to bring the site into compliance. Guarantees are \$1,000.00/quarter-acre of disturbed area. No Final Inspections will be performed until the guarantee has been posted and all required corrections have been made to achieve compliance. If any portion of the guarantee is used by the County of Greene for corrective measures, the bond must be replenished by the applicant until the Program Administrator determines that the lot has achieved mature stabilization sufficient to inhibit erosion, and the bond released.

**PERMIT FEE AND APPLICATION REQUIREMENTS:**

Before a permit will be issued for single family residential construction projects, applicants must pay the required application/permit fees. Fees and application requirements are based on amount of acreage disturbed, and on whether or not the subject parcel is part of a common plan of development.

Note: accessory structures are not exempt, and must obtain a permit when disturbance exceeds 10,000 square feet. Included are: sheds, garages, barns, and other structures that require land disturbing activities.

Note: disturbances greater than 5 acres require a Pre-Application meeting with the Administrator.

Disturbed Acreage (Includes footing excavation, driveway, drain field, yard, etc.): \_\_\_\_\_

Parcel was created as an individual lot either by plat, or deed prior to July 1, 2004 (YES) (NO): \_\_\_\_\_

Date Created: \_\_\_\_\_

- A. Parcels created before July 1, 2004 either by plat, or deed that disturb less than 1 acre are **NOT** required to obtain VSMP Permit coverage:

- Land Disturbance Application for Single Family Residence
- Agreement In Lieu of an Erosion and Sediment Control Plan
- Site Evaluation Form

Required Fees:

E&SC Fee..... \$150

- B. Parcels created prior to July 1, 2004 either by plat, or deed that disturb between 1 and 5 acres, and ALL parcels created on, or after July 1, 2004 regardless of amount of disturbance **ARE** required to obtain VSMP Permit coverage:

- Land Disturbance Permit Application for Single Family Residence
- Agreement In Lieu of an Erosion and Sediment Control Plan
- Agreement In Lieu of a Stormwater Management Plan
- Site Evaluation Form
- SWPPP (Contractor/Applicant keeps on site)

Required Fees:

E&SC Fee.....\$150

Greene County VSMP Fee..... \$209

TOTAL FEE DUE = \_\_\_\_\_

Signature of this application by the owner/applicant certifies that all requirements of the County of Greene Erosion and Sediment Control, and Stormwater Management ordinances will be complied with, and that all elements of the approved plan, or Agreement In Lieu of a Plan(s) shall be followed unless a variance is granted by the County of Greene Erosion and Sediment Control Administrator.

\_\_\_\_\_  
Signature of Owner/applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Application Received \_\_\_\_\_  
Lot Stabilization Bond/Escrow \_\_\_\_\_  
Bond/Escrow \_\_\_\_\_

\_\_\_\_\_  
Fee Received Date \_\_\_\_\_  
Received By \_\_\_\_\_  
Receipt # \_\_\_\_\_





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**AGREEMENT IN LIEU OF A STORMWATER MANAGEMENT PLAN  
FOR SINGLE FAMILY RESIDENCES/ACCESSORY STRUCTURES**

PERMIT #: \_\_\_\_\_

In lieu of submitting a stormwater management plan for the construction of a single family residence and/or accessory structure, I agree to comply with the requirements outlined in this Agreement and as determined necessary by the County of Greene Program Administrator. Such requirements shall represent the minimum practices necessary to ensure compliance with Chapter 38, Article 4 of the Code of The County of Greene, VA for construction of a single family residence and, or accessory structures on a single family residential lot.

As a minimum, I agree to:

- A. As required by the Construction General Permit (VAR10), keep a signed copy of this Agreement In Lieu of a Stormwater Management Plan in my Stormwater Pollution Prevention Plan (SWPPP).
- B. Minimize to the maximum extent possible post-construction runoff, and to prevent flooding or erosion on adjacent downstream properties.
- C. Discharge runoff from all impervious surfaces including: roof surfaces, paved areas, etc. to lawn or wooded areas on the lot, and to daylight any downspout extension, or other stormwater pipe at least 10' from the property line, unless granted an exception by the Program Administrator.
- D. Prevent concentrated points of runoff from leaving the property.

I understand that failure to comply with this agreement and any resultant inspection report noting non-compliance items will result in the county issuing a Notice To Comply for non-compliance of the County of Greene, VA Stormwater Management Ordinance and may require that the applicant post a Performance Guarantee/Bond for lot stabilization and any erosion and sediment control measures that may be needed. I also understand that the County of Greene may at any time require me to submit a Stormwater Management Plan in accordance with 9VAC25-870-55 of the VSMP Regulations. I further understand that failure to correct said items by the deadline indicated will result in issuance of a Stop Work Order for ALL construction activities, and may also result in permit revocation and, or enforcement through civil proceedings.

\_\_\_\_\_  
Signature of Property Owner/Authorized Agent      Date

\_\_\_\_\_  
Mailing Address and Phone Number

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_



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**AGREEMENT IN LIEU OF AN EROSION AND SEDIMENT CONTROL PLAN  
FOR SINGLE FAMILY RESIDENCES/ACCESSORY STRUCTURES**

PERMIT #: \_\_\_\_\_

In lieu of submitting a formal erosion and sediment control plan for the construction of a single family residence and/or accessory structure, I agree to comply with the requirements of the Virginia Erosion and Sediment Control Handbook, latest edition, and install erosion control measures in accordance with the Handbook standards & specifications in order to protect against the transport of soil and sediment off of the property. I further agree to comply with any additional requirements deemed necessary by Greene County erosion control inspectors. Such requirements shall be based on established conservation standards and shall represent the minimum practices necessary to provide adequate control of erosion and sedimentation on or resulting from this construction. Erosion controls required shall be installed as a first step in the construction process and include at a minimum:

1. A stone construction entrance shall be provided wherever traffic will be leaving a construction site and transporting mud directly onto a public or private road or other paved area. Any mud transported off of the site will be cleaned up promptly.
2. Silt fence or other protective measures shall be provided wherever sediment from disturbed areas may leave the site. Such protective measures must be provided before significant land disturbing activities may proceed.
3. All denuded areas shall be stabilized within seven (7) days of final grading with permanent vegetation or a protective ground cover suitable for the time of year. Temporary soil stabilization shall be applied to denuded areas that may not be at final grade but will remain undisturbed for longer than fourteen (14) days.
4. All culvert pipes including driveway pipes shall have proper inlet and outlet protection.

I understand that failure to comply with this agreement may result in civil and/or criminal penalties and may require the submission and approval of a formal erosion control plan with an appropriate performance guarantee bond (adequate for the total cost of grading, drainage and erosion & sediment control, plus 25% for administrative expenses). I further understand that a formal erosion control plan or performance guarantee may be required either prior to issuance of a Building Permit or at any time prior to an approved final inspection, at the sole discretion of Greene County.

I hereby grant the County of Greene the right to enter upon this lot periodically to assure compliance, including performing remedial work if the Owner/Agent fails to comply with directives by the County. I further agree to pay for all costs for such remedial work within fourteen (14) days after receipt of invoices received for such work.

\_\_\_\_\_  
Signature of Property Owner/Authorized Agent      Date

\_\_\_\_\_  
Mailing Address and Phone Number

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_